



ESPERANZA
COLLEGE PREP
powered by **ednovate** with **USC Rossier**

January 3, 2019

Dear Laurie Ugalde,

On behalf of Ednovate, I am pleased to offer you a position as a **Operations Assistant** at Esperanza College Prep. We are thrilled that you will join our team in creating a positive multigenerational change in Southern California. We believe that the personal and professional growth we provide to our students and staff as we continue to grow locally and nationally is second to none. We are enthusiastic about the opportunity of having you join our team.

This letter provides written confirmation of Ednovate's offer of employment. The enclosure includes more information regarding the employment specifics offered to you. Your expected date of employment is on January 7, 2019.

I would be delighted to answer any questions you may have about the school or the details of this offer. We look to the impact you will have on our students, our team and our community. We look forward to building the best high school in Southern California with you.

Sincerely,

Rosa Elena Alanis
Founding Principal
Esperanza College Prep

Terms of Offer: Operations Assistant

The key elements of your compensation and benefits package include:

Salary. Your starting salary will be equivalent to **\$16.00** per hour as a non-exempt employee and will be paid on the 15th and the final day of each month.

Salary Advancement. During your work with Esperanza College Prep you may be considered for salary increases on an annual basis.

Work Schedule. Hours will be flexible and dependent on school's need. Hours will not exceed 30 hours a week. We will coordinate your schedule based on the office needs.

Paid Time Off. Part-time employees who work for 30 or more days within a year from their start date are entitled to California Paid Sick Time (CPST). Part-time employees will receive 48 hours of sick time after 30 days of employment. For more information, please see our Staff Handbook.

Background Check and Other Legal Requirements. The offer is contingent upon LiveScan background check clearance and a clear TB risk assessment or test, as well as receipt of required onboarding documents. To remain in compliance with federal immigration legislation, this offer is also contingent upon you providing us with your original authorizing documents and completing the I-9 before your start date.

At-Will Status. Your employment with Ednovate is at-will, meaning that either you or Ednovate can end the employment relationship at any time, with or without notice or cause. Neither this offer nor any other oral or written representations may be considered a contract of employment. Ednovate is the exclusive employer of employees and has sole responsibility for employment management, dismissal, and discipline of its employees.

To indicate your acceptance of this offer, please sign below and bring or send the original signed letter to [Principal Name] at the address below.

Offer Accepted:

Signature



Date

01/04/19

Printed Name

Laurie Ugalde